

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

DEPARTMENT Environmental Resources DIVISION Environmental Management SUBDIVISION Watershed Protection

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
1.	* Retention Schedule	Retain as current until superceded; retain in the Transitory Files for one (1) year then destroy.	Administrative Office Files
2. A.	* Transitory Files * Superceded Documents	Retain for one (1) year then destroy	Administrative Office Files

SUBMITTING: Dennis O. Bigley, Div. Chief *Dennis O. Bigley* 10/20/93 Supercedes Document
OFFICIAL Name/Title Signature/Date Dated: ORIGINAL

REVIEWING: Gregory P. Harrod, Chief *Gregory P. Harrod* 10/22/93
OFFICIAL Name/Title Signature/Date

APPROVAL: Edward C. Papenfuse *Edward C. Papenfuse* NOV 30 1993
OFFICIAL Name/Title Signature/Date Page 1 of 4

* Manadatory items on all Prince George's County Government Retention Schedules.

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ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
3.	General Correspondence	Screen annually; destroy material no longer needed.	Section File
4.	Monthly Reports: This file includes, but is not limited to: a. Section Statistics b. Monthly Status of on-going projects. c. Objectives as designated by the Director. d. Other reports as appropriate.	Retain in-office for 1 year; thereafter destroy.	Section Files
5.	Field Files a. Inspector b. Other field files as appropriate.	Retain in office 3 years; thereafter transfer to the P.G. Co. Records Center for an additional 4 years; thereafter destroy at Records Center.	Section File Records Center Records Center
6.	Grading Violations	Retain in office 2 years; thereafter transfer to the P.G. Co. Records Center for an additional 5 years; thereafter destroy at the Records Center.	Section File Records Center Records Center
7.	Storm Drain Violations	Retain in office for 2 years; thereafter transfer to the P.G. Co. Records Center for an additional 5 years; thereafter micro-film. Upon validation of microfilm, destroy hardcopy. Transfer film to Watershed. Retain for an additional 23 years then destroy.	Section File Records Center Records Center Branch File Room

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ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
8.	Closed Permits a. Storm Drain b. Stormwater c. Other permits as appropriate.	Retain in office for 5 years thereafter transfer to the P.G. Co. Records Center for an additional 2 years; thereafter microfilm. Upon validation of film, destroy hardcopy. Transfer microfilm to Watershed and retain in office for an additional 25 years; then destroy.	Section File Records Center Branch File Room
9.	Plans: This file consists of but is not limited to: a. Storm Drain b. Stormwater c. Other plans as appropriate.	Same as # 8 above.	
10.	Plans: This file consists of but is not limited to: a. Landscapping b. Grading c. Other Plans as appropriate.	Retain in office for 5 years after completion of project; thereafter transfer to the P.G. Co. Records Center for an additional 2 years; thereafter Records Center can destroy.	Section File Records Center
11.	Technical Studies This file includes but is not limited to: a. Floodplain b. Other studies as appropriate.	Retain hardcopy in office for 2 years; thereafter microfiche. Upon validation of fische, destroy hardcopy; thereafter retain fische in office for an additional 25 years; then destroy micro-fische.	Section File Branch File Room

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ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
12.	CIP Project Files: This consists of, but is not limited to: a. Original Plans b. Background Files c. Construction Files d. Original Design Plans e. Financial Invoices f. Other CIP Project Files as Appropriate.	Retain in office 2 years after completion of project; thereafter transfer to PG Co. Records Center for 5 years; thereafter Records Center can destroy.	Section File Records Center Records Center